

## **OCR Entry Level Life and Living Skills Guidance for completing unit recording documents**

The following documents must be provided as evidence of achievement for each unit completed by the learner:

### **All units:**

- Record of Assessment and Evidence (RAE)
- Supporting evidence where appropriate

The Record of Assessment and Evidence (RAE) forms are provided in the Forms section of the Life and Living Skills qualification page on the OCR website. These forms can be completed electronically or printed out and handwritten. A hard copy of the recording documents must be submitted to the OCR moderator when making a claim.

### **Entry 1 Units only**

The 10 stage Entry 1 Achievement Continuum\* must be used to assess Entry 1 units. The assessment decisions and stage achieved on the Continuum must be recorded in the relevant section of the Entry 1 Record of Assessment and Evidence (RAE). This must identify the stage on the Entry 1 Achievement Continuum that best fits the learner's achievement in relation to the unit.

The centre can attach a copy of the learner's Entry 1 RAE to the learner's OCR unit certificate when it is received from OCR, as this is a record of the Achievement Continuum stage they were assessed at.

Learners who progress at least one stage along the Entry 1 Achievement Continuum\* may be assessed for the same unit more than once. In this instance a new RAE will need to be completed to evidence that new learning has taken place. However, each unit will be certificated by OCR only once.

### **Record of Assessment and Evidence (RAE) - Entry 1, Entry 2 and Entry 3**

A Record of Assessment and Evidence (RAE) must be completed for each unit achieved by the learner. The RAE must clearly show that evidence has been generated for all of the assessment criteria in the unit and that the evidence has been assessed.

When completing the RAE the assessor must ensure that:

- the learner details are completed at the top of the record

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\* A copy of the Entry 1 Achievement Continuum and sample completed Entry 1 Record of Assessment and Evidence is available to download from the Support Materials section of the Life and Living Skills webpage.

- the method(s) used to assess the evidence is ticked
- the relevant evidence section(s) are completed and they include details of how the evidence was generated and assessed (this should be unique to the individual learner) and if other evidence is being submitted
- if the Observation section of the RAE is used to record observation statements, it must be signed and dated by the person who made the observation
- the evidence includes details of the assessment criteria covered
- the learner has completed the unit and provided sufficient evidence for all the assessment criteria in the unit
- For Entry 1 units, the Achievement Continuum stage reached by the learner has been completed
- when the unit has been completed the RAE is signed and dated by the assessor.

There is no requirement to provide three types of evidence for each unit.

The RAE must be submitted to OCR for moderation along with any other assessment documents/product evidence for the unit if appropriate.

Teachers/tutors must check that each assessment criterion has been successfully met by the learner before the RAE is signed and sent (with supporting evidence if appropriate) for external moderation.

Sample completed RAEs are available on the qualification webpage for further guidance.

Please refer to the Centre Handbook and the Admin Guide for vocational qualifications (available from the OCR website) for more details on how to enter and claim a Life and Living Skills unit or qualification.